



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Contract and Procurement Manager**

*An Equal Opportunity Employer*

**SALARY**

\$38.11 - \$46.33 Hourly    \$3,059.24 - \$3,719.09 Biweekly    \$6,628.35 - \$8,058.02 Monthly  
\$79,540.14 - \$96,696.27 Annually

**OPENING DATE:** 08/02/18

**CLOSING DATE:** 08/22/18

**THE POSITION**

**The General Services Department seeks an experienced purchasing professional to become a Contract and Procurement Manager**

**Starting salary up to \$46.33/hour (\$96,696.28/year) and a cash allowance of approximately \$600/month. *Plus*, a cash contribution of \$342 per pay period, estimated to end no later than 07/10/19\***

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to excellent benefits\* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,500, and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Retirement fully integrated with Social Security
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range

The Contract and Procurement Manager is an integral team member in a Division that supports 28 County departments with the formation of RFPs and contract execution. This position oversees day-to-day operations of the County's centralized purchasing function (including a highly-automated, closed-loop bidding system), and supervises the work of Purchasing Division personnel. The Contract and Procurement Manager executes contracts and assists the Purchasing Agent in planning and organizing purchasing activities for the County. The Contract and Procurement Manager may act for the Purchasing Agent during periods of absence.

The ideal candidate will be:

- A highly motivated, dedicated purchasing manager with the ability to support a wide array of goods, services, and construction activities in difficult and specialized commodity areas
- An excellent communicator, who interacts effectively with staff, department liaisons, and vendors
- Well-versed in managing requests for proposals, requests for information, as well as contract formulation and administration
- A seasoned negotiator, able to procure the best price and terms available in the market

- An experienced trainer, helping users to fully utilize an automated purchasing system
- A professional procurement manager, certified as a Certified Professional Supply Manager (C.P.S.M.), Certified Professional Public Buyer (C.P.P.B.), or Certified Public Purchasing Officer (C.P.P.O.), or equivalent

\*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the County of Sonoma Salary Resolution (SalRes). The Civil Service Title for this position is Assistant Purchasing Agent.

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

## **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, training, and experience which would likely provide the required knowledge and abilities: Normally, this would include graduation from an accredited college or university with a Bachelor's Degree, with a major in Business Administration, Public Administration, Purchasing, or a related field; and three years of purchasing experience in a position comparable to Buyer.

Purchasing experience in a public sector environment is preferred.

Supervisory experience is highly desirable.

**Certification:** Possession of a Certified Purchasing Manager (C.P.M.), Certified Professional Supply Manager (C.P.S.M.), Certified Professional Public Buyer (C.P.P.B.) or Certified Public Purchasing Officer (C.P.P.O.) certification or equivalent; or within one year of employment, and as a condition of probation, employees in this classification shall obtain one of the aforementioned national procurement certifications accredited by the Institute for Supply Management or the Universal Public Purchasing Certification Council, or an equivalent certification by an accredited association.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California to perform the essential job functions of the position may be required for some positions in this classification.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** modern purchasing policies and procedures including ethics and standards of purchasing practices, inventory standards and controls, quality control and value analysis techniques in evaluating vendor capacity, capability and performance; automated purchasing systems and office automating applications; bid preparation, solicitation, award and evaluation to assure economics of price, standardization of specification, competitive bidding, contract negotiations, and penalty procedure for noncompliance; modern office practices and procedures, accounting and budgetary controls, statistical analysis and market research techniques; laws, ordinances and regulations governing county procurement.

**Considerable knowledge of:** communications skills and data collection techniques for establishing sources of supply, product and vendor information; the modern principles and techniques of supervision and training.

**Working knowledge of:** construction procurement; the California Public Contract Code.

**Ability to:** manage systems and train personnel; plan, organize, supervise, and review the work of purchasing personnel and clerical staff; analyze requisitions and prepare product specifications and contracts; evaluate bids and make awards impartially and objectively; establish and maintain effective working relationships with departmental officials, employees,

sales representatives, and the public; analyze situations accurately and develop an effective course of action; prepare written reports and maintain records; write and speak clearly and concisely; evaluate bids and make awards impartially and objectively.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may

be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

**HR Analyst: AK**  
**HR Technician: EP**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonomacounty.org>  
 OR  
 575 Administration Drive, Suite 116B,  
 Santa Rosa, CA 95403

EXAM #18/08-0337-O  
 CONTRACT AND PROCUREMENT MANAGER  
 AK

## Contract and Procurement Manager Supplemental Questionnaire

\* 1. How did you first learn about this opportunity?

- ☐ Alliance for Innovation
- ☐ Association of Bay Area Governments (ABAG)
- ☐ California Association of Public Procurement Officials
- ☐ California State Association of Counties (CSAC)
- ☐ CalJobs
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Mendocino
- ☐ Craigslist Sacramento
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Institute for Supply Management (ISM)
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ National Institute for Governmental Purchasing
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- ☐ I would also like to be considered for future part-time positions.

- ☐ I would also like to be considered for future extra-help positions.
- ☐ I am only interested in full-time positions.
- \* 3. This position requires a nationally recognized, professional procurement certification at the time of hire, or for the incumbent to acquire such certification during the one-year probationary period. Please select the certification(s) you currently possess.
  - ☐ Certified Purchasing Manager (C.P.M.)
  - ☐ Certified Professional Supply Manager (C.P.S.M.)
  - ☐ Certified Professional Public Buyer (C.P.P.B.)
  - ☐ Certified Public Purchasing Officer (C.P.P.O.)
  - ☐ I possess an equivalent, recognized procurement certification
  - ☐ I do not currently possess a professional procurement certification
- \* 4. Please review the minimum qualifications for this position and describe below how you meet them.
  - For education, list your degrees obtained and number of semesters/units completed
  - For experience, include your job title(s), duties completed, employer(s), and dates employed (mo/yr. to mo/yr.) when you gained this experience
- \* 5. Please describe your experience providing purchasing services in difficult and/or specialized commodity areas.
- \* 6. Please describe your experience managing bids, requests for proposals, requests for information, and contracts. Detail the types and the size (in dollars) of commodities that you were responsible for purchasing.
- \* 7. Please describe your experience implementing or working with an automated purchasing system. Provide details about your role and responsibilities. Highlight experience serving on an implementation team, and/or training staff and end users.
- \* Required Question